

DEPARTMENT OF THE AIR FORCE
60TH CONTRACTING SQUADRON (AMC)



12 SEP 2000

MEMORANDUM FOR ALL CONTRACTORS


FROM: 60th Contracting Squadron
350 Hangar Avenue, Building 549
Travis AFB, CA 94535-2632

SUBJECT: Establishment of Corporate Discount Program with Travis AFB

1. The 60th Contracting Squadron, invites your company to participate in a unique partnering agreement, establishing company discounts rates for all individuals at Travis AFB use the International Merchant Purchase Authorization Card (IMPAC). This card is a VISA credit card with US Bank Card System, Inc. Under the Federal Acquisition Streamline Act of 1994 and current acquisition reform initiatives, all government purchases under \$2,500 must be made with the IMPAC card.
2. In Fiscal Year 1999, Travis AFB personnel used their IMPAC card more than 35 thousand times for the procurement of supplies/services valued in excess of \$16 million dollars. This year, we have increased our cardholders to more than 1,200 and are estimated to procure more than \$20 million dollars worth of supplies/services from the local area.
3. In an ongoing effort to improve the Travis AFB purchasing power and the level of service for each of our 1,200 IMPAC card users, this office is engaging your business and other businesses like yourself in a dialog to develop a preferred discount program. At this time we are pursuing a standardized minimum discount applicable to all of your company's products that would be available to each IMPAC user.
4. By participating in this program, we will list the following information on our military only website for IMPAC cardholders: **Company's name, address, point of contact, phone/fax number(s), description of products and discounts offered.** In addition, if you have a web site we'll create a link to your web page. We will also discuss this discount program in all of our training classes and wing meetings. It should be noted that before anyone at Travis AFB receives the authority to use the IMPAC card, they must complete training conducted by this office as well as annual surveillance to ensure compliance. At any time, your company can change the discount rate or its period of duration. These discount rates must be applicable to all Travis AFB IMPAC cardholders. If you would like to participate in this program, please fill out the attached application and mail to:

60th CONS/LGCP
ATTN: IMPAC Program Manager
350 Hangar Avenue, Building 549
Travis AFB, CA 94535-2632

5. Although, this arrangement does not guarantee sales for your business, it will give you an inside track to a growing niche market. If you have any questions or comments concerning this program, please contact SSgt Boudreaux, at (707) 424-7744 or via e-mail, brad.boudreaux@travis.af.mil.

A handwritten signature in black ink, reading "Casey Blake". The signature is fluid and cursive, with the first name "Casey" written in a smaller, more compact script than the last name "Blake", which is larger and more prominent.

CASEY D. BLAKE, Lt Col (s), USAF
Commander, 60th Contracting Squadron